

# CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

Dec. 4, 2000

## NEWS BRIEFS

### OPTIMIST TOY BOX

The Optimist Club has put a box in the CHR lobby for toy collection. It is for new toys and will go to children in Franklin County. The box will be there through Dec. 15. Please consider giving to this good cause.

### NEW JANITOR CONTRACTOR

Beginning this month, there is a janitorial contractor performing all the cleaning maintenance in the CHR Complex. These workers will be wearing "Contractor" badges and in the near future will be wearing uniforms/smocks with the contractor name Systems Management visible.

If there is a complaint, please call 564-2640. The complaint will be forwarded to the contractor.

Call 564-5483 for electrical, heating and light bulb replacement.



TIP OF  
THE  
WEEK

Antihistamines can help to relieve sneezing, stuffiness and a runny nose. You've seen the warning on cold medicines: CAUTION: May cause drowsiness, don't drive or operate machinery while taking this medication. Pay attention to it. A single antihistamine pill can impair your driving ability much in the way a couple of drinks can.

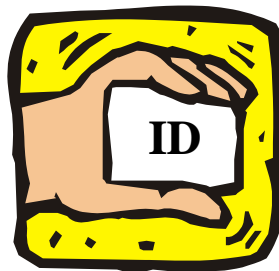
## ID Badge Use Starts Dec. 18

Beginning Dec. 18, state employees who work in the Human Resources Complex will need to start using their ID badges to enter the building.

The badges were issued earlier this year and can open doors to the building by passing them over a scanning device. A green light will indicate the badge has been read and the door can be opened.

The CHR Security Committee suggests employees start using the badges now to make sure they work properly.

The badges should be used during normal office hours as well as other times if the badge has been programmed for after-hours use. Most cards have been programmed to work from 6 a.m. to 10 p.m.



Monday through Friday unless you have been granted access outside these hours.

If for some reason you need to get in the building after hours and your card doesn't allow access, go to the main entrance, sign in at the security desk and with proper identification you should be allowed access. This will be permitted for a limited time.

See your supervisor or department head about any changes in access hours.

After one month, if you need to access the building for a rare occurrence, your supervisor will provide your name to the badge representative, who will notify the security desk to allow you to gain

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## Year-End Schedule For Payroll

With the end of the year and holidays, there are a few important payroll dates to remember. Here are a few reminders:

The December paydays will be the 15<sup>th</sup> and the 22<sup>nd</sup>. There will be direct deposit on both paydays. It is important that timesheets be turned in to the timekeepers no later than Dec. 13.

The Dec. 15 paychecks will

reflect the 2000 insurance rates for twice monthly deductions. The paychecks received on Dec. 22 will reflect the once monthly deduction.

W-2's will once again be mailed to employees' home addresses. Personnel actions for address changes need to be processed no later than **Dec. 8** with an effective date of Dec. 5 or Dec. 20 to assure that the correct address will be reflected on the W-2's.



### Public Health Honors Employee Excellence

The Department for Public Health presented honors to employees last week as part of its Employee Recognition Program. The program is designed to recognize individual and group work based on the contribution to helping the department achieve its mission.

The winners received walnut plaques and will have their names added to a "Perpetual Plaque" that honors all award winners from years past and hangs in the Health Services Board Room. A reception followed the ceremonies on Thursday.

The nominees and winners were:

**COMMISSIONER'S AWARD FOR EXCELLENCE IN PROGRAM IMPLEMENTATION:** For a non-supervisory staff person, this award recognizes an individual who provides direction and guidance to a wide variety of activities.

Nominees: **Jeff Brock**, Adult and Child Health; **Angie Vest**, Laboratory Services.

Winner: **Mike Staton**, Public Health Protection and Safety.

**COMMISSIONER'S AWARD FOR EXCELLENCE IN PROGRAM SUPPORT:** For a non-supervisory individual who provides critical support to the operation of the organization.

Nominees: **Lois Robinson**, Adult and Child Health; **Regina Hutcherson**, Laboratory Services.

Winner: **Melinda Martin**, Epidemiology and Health Planning.

**COMMISSIONER'S AWARD FOR EXCELLENCE IN SUPERVISION:** Recognizes a supervisor of one or more staff for contributions.

Nominees: **Janet Luttrell**, Adult and Child Health; **Diane Young**, Laboratory Services; **Bob Nelson**, Local Health Department Operations.

Winner: **Guy Delius**, Public Health Protection and Safety.

**COMMISSIONER'S INTRADIVISIONAL GROUP AWARD FOR EXCELLENCE:** For staff *within* a division who work on projects that require a multi-disciplinary team effort.

Nominees: **Employee Health Nurses**,

Commissioner's Office; **Public Health Nursing Branch**, Local Health Department Operations; **Primary Care Office**, Adult and Child Health; **After Hours Laboratory Coverage Group**, Laboratory Services.

Winner: **Milk Safety Branch**, Public Health Protection and Safety. (Jennifer Drury, Della Inman, Kathy Palmore, Dan Roller, David Triplett)

**COMMISSIONER'S INTERDIVISIONAL GROUP AWARD FOR EXCELLENCE:** For staff who work on projects *across* division lines that require a multi-disciplinary team effort.

Nominees: **Training and Staff Development Branch**, Local Health Department Operations; **HANDS Program**, Adult and Child Health and Resource Management; **Lead Program**, Public Health Protection and Safety and Adult and Child Health.

Winner: **TB Elimination Group**, Laboratory Services and Epidemiology (Epidemiology-Donna Perkins, Teresa Goins, Linda Jackson; Laboratory-Chris Cutter, Rhonda Lucas, Jennifer Bradley, Meloney Russell)



Public Health employees show some of the honors received last week. Dr. Rice Leach, commissioner, joins the group at right.

### ID Badge Use Starts Dec. 18

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access for that weekend only. Otherwise you will not be granted entry.

The use of the badges is part of an overall plan to improve security in the complex. Security guards will continue to staff the main entrance. If you have problems entering the building with your badge, see the security guard at the main entrance and show your card and then check with the agency representative listed below.

It's important that all employees use their badges beginning Monday, Dec. 18, so we can make sure the system works properly. This means that each employee should gain access by scanning his or her card. No more than one employee should enter on one card.

Visitors to the complex will initially be asked to sign in when they enter. Eventually, employees will be asked to meet visitors at the main entrance and escort them to the appropriate office. Visitors seeking vital statistics records will have a special entrance that will not require signing in.

If you have problems or questions about your badge, please call or e-mail the following agency representatives:

**Families and Children – Linda Satterly, 564-7770**

**Health Services – Paul Hatchett, 564-6631 (email preferred)**

**Workforce Development – Janet Hampton – 564-5331**

**Corrections – Patrick Bowzer – 564-4726**

**Finance – John Mynhier – 564-2640**

The card readers are located at the following doors:

- Tunnel entrance from parking lot
- Main entrance Door #4
- Rear entrance near canteen
- Front entrance near breezeway Door #31
- Far East entrance facing Martin Luther King Blvd.
- Main Street entrance to Health Services Building
- North West entrance to Health Services Building

All doors may be used as an exit, but re-entry is only allowed through card reader equipped doors.



### Construction Update: OIG Moves

Construction of the Office of Inspector General's office on the 5<sup>th</sup> floor began Nov. 30. This involves the construction and move of approximately 94 people over two weeks. This includes Special Investigations that has been housed over in the Distance Learning Center.

We will also be moving Financial Management Reporting Branch into their permanent space on Dec. 11.

As with the construction of other areas, we will also have all the panels in these areas cleaned that were not recovered or purchased new.

### Hazelwood Dental Work Honored In U of L Competition

Ed Warr, a dental student at the University of Louisville School of Dentistry, received an award for research involving the Hazelwood Center in Louisville.

Warr won third place in the Graduate Student Competition at U of L's "Research Louisville 2000" conference on Nov. 2. Warr's presentation focused on the multiple oral pathologies discovered on digital radiographic panels and the impact of this technology on the lives of Hazelwood residents.

For example, when most people visit the dentist, problems are diagnosed by an oral exam, a peridental exam and an x-ray. However, Hazelwood clients do not always want to hold still for an x-ray and, in the past, dentists were afraid to x-ray for fear of radiating themselves and the clients.

Warr, Dr. Allan Farman, a maxillofacial radiologist at U of L and Dr. Henry Hood, Hazelwood's dental services director, found a safe way to x-ray using digital radiography, which is a low dose x-ray. Therefore, it is now easier to detect dental problems in clients who can not explain what is bothering them.

### Reception For Martha Crabtree

A retirement reception for Martha Crabtree, EMS Office, will be Dec. 22, from 1-4 p.m. in the Health Services Board Room. Please RSVP Regina Pickle at 564-8963.

